

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Human Services**



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| Administration or Office:<br>Mental Retardation and Developmental Disabilities<br>Administration | Policy Number: MRDDA 7.1 |
| Responsible Program or Office: Deputy Administrator of<br>Programs                               | Number of Pages:         |
| Date of Approval by the Director:  | Number of Attachments:   |
| Effective Date: 10/10/06   | Expiration Date, if Any: |
| Supercedes Policy Dated:   |                          |
| Cross References and Related Policies:   |                          |
| Subject: Individual Support Plan Development Policy  |                          |

**1. PURPOSE**

The purpose of this policy is to establish guidelines, protocols, and procedures for the development of Individual Support Plans (ISP) for all individuals in the MRDDA service delivery system Mental Retardation and Developmental Disabilities Administration (MRDDA) under the Department of Human Services

**2. APPLICABILITY**

This policy applies to all employees of the Department of Human Services, Mental Retardation Developmental Disabilities Administration (DHS/MRDDA), all individuals and agencies that provide services or supports to persons with mental retardation and/or developmental disabilities through funding, contract or provider agreement with the District of Columbia, and volunteers.

**3. AUTHORITY**

The authority for this policy is vested as set forth in sections III(U) and III (V) of Reorganization Plan No. 3 of 1986, effective January 3, 1987. (Add any other authorities, OCP, DMP, OCME, EVANS COMPLIANCE ORDER, ETC.,). The authority of this policy is established in D.C. Code § 7-1301 et. Seq.; *Evans v. the District of Columbia*, June 14, 1978; and *Evans v. Williams*, 35 F. Supp. 2d 88, 97 [D.D.C., February 10, 1999. DC Code 2-137:2001 Plan For Compliance and Conclusion of Evans v. Williams; DC Code, Title 6, PL. 93-112, Human Rights Act of 1964.

#### 4. DEFINITIONS

**Annual Review:** Meeting that occurs within 365 days of the effective date of the most recent Individual Support Plan (ISP) to review and revise the ISP.

**Circle of Support:** a team of individuals who come together to advocate for the health safety, and well being of the individual and participates in the development of the ISP and is comprised of persons chosen by the individual with disabilities.

**Individual Support Plan (ISP):** A written document developed by a planning team that delineates individualized services and supports for the individual with mental retardation/developmental disabilities. The ISP must be reviewed, revised, and developed annually. For the purpose of this policy, ISP and Person Centered Individual Support Plan (PCISP) are interchangeable.

**Level of Care:** Amount of assistance required by individuals served in the MRDDA service delivery system, which may determine their eligibility for programs and services.

#### 5. POLICY

It is the policy of MRDDA that all eligible individuals with mental retardation/developmental disabilities receiving services through the MRDDA's service delivery system receive an annual ISP. To this end this policy will define what should be included in the ISP to ensure that each individual receives the services and supports appropriate to their level of care

#### 6. RESPONSIBILITY

The responsibility for this policy is vested in the Administrator of MRDDA, and the implementation of the policy is the responsibility of the Deputy Administrator for Programs.

#### 7. STANDARDS

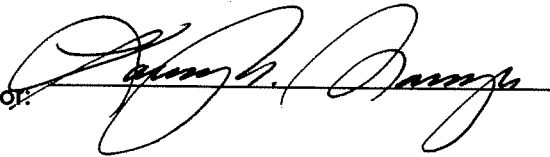
In order to ensure compliance with this policy, following are the standards that MRDDA has adopted:

- a. Each individual receiving services through the MRDDA service delivery system shall have developed an initial ISP and shall have developed an ISP annually thereafter.
- b. Each ISP that is developed will be reviewed and approved by MRDDA as reflective of the services, supports, needs and current circumstance of the individual.
- c. Each ISP shall reflect the personal preferences, current situation, needs, services and supports of the individual.
- d. The individual and the members of his/her circle of support will be provided the opportunity to participate in the development of the ISP and the ISP meeting shall be

convened in a place that meets the needs and desires of the individual as much as possible.

- e. Whenever a significant life-changing event happens in the individual's life, the ISP shall be amended to reflect the new services, supports, needs and the current situation of the individual. The amendment to the ISP shall be reviewed and approved by MRDDA as stated above.

Approval of the  
Interim Administrator:

A handwritten signature in black ink, appearing to read "George B. B...".

10/10/06  
Date: